
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-041

ANGRC COMMAND SECTION CRAFTSMAN

MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 24 MAR 10 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 4 year Statutory Tour at **ANGRC/CCS (ANDREWS AFB MD)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: Must have a working knowledge of USAF and ANG policies, procedures and administrative practices utilizing Microsoft Office applications (i.e. Word, Excel, Access, etc.). Must have broad experience in managing all actions associated with multiple programs administered by the office and demonstrate the ability to handle multiple tasks at a time. The incumbent should be familiar with the ANGR/CC weekly staff meeting process, AFRIMS, COOP, Self Inspection Checklists, Officer and Enlisted performance reports, Defense Travel System, Client Support Administration, FARM responsibilities, Records Custodian and Equipment Custodian duties. Prompt and accurate writing skills will be necessary in completing and filing correspondence associated with the Commander's Support Staff. Position requires incumbent to be able to maintain the utmost confidentiality of sensitive personal information. The incumbent must be extremely well organized and self-initiating. The ability to provide service to all personnel in a pleasant and professional manner is important. Support all administrative functions and programs in the front office and demonstrate ability to multi-task. Assist with the coordination, preparation and presentation of weekly ANGR/CC Staff meeting information. Using AFRIMS, create, maintain and manage front office file plan to include converting past and present paper files to electronic "paperless" plans following the Electronic Resource Management. Train and supervise assigned Command Support Staff personnel on file plan roles and responsibilities. Manage the coordination, preparation and distribution of all officer and enlisted performance reports coming in and going out of the front office. Assist with travel arrangements, preparation of travel orders, trip books and file vouchers as needed for ANGR/CC, ANGR/CV and ANGR/CoS. Assist with writing and/or editing of all correspondence and packages coming in or going out of the front office. Administrative duties pertaining to Portal, Community of Practice and SharePoint electronic media platforms supporting the CC Office. Perform primary Government Purchase Card Approving Official duties. Perform duties of a Client Service Administrator to support PC hardware and software issues associated with Commanders Staff personnel. Perform other duties and responsibilities as assigned.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
